

Hostel Accommodation Cancellation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Hostel Name]

[Hostel Address]

[City, State, Zip Code]

Dear [Hostel Manager's Name],

Subject: Cancellation of Hostel Accommodation

I hope this message finds you well. I am writing to formally request the cancellation of my hostel accommodation reservation made for the period of [Insert Check-in Date] to [Insert Check-out Date]. My booking reference number is [Insert Booking Reference Number].

Due to [brief reason for cancellation, e.g., personal circumstances, change of plans], I am unable to fulfill my stay at your esteemed establishment. I understand the terms and conditions regarding cancellations and hope to receive confirmation of my cancellation as well as any applicable refunds.

Thank you for your understanding and assistance in this matter. Please let me know if you require any further information or documentation.

Sincerely,

[Your Name]